

REPT # Record

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

OD/Pers

EXTENSION

NO.

OCA 86-0663

DATE

6 March 1986

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. OCA

GMA

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2. 7B24 Hqs.

Attached is the information you requested for HPSCI.

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Hand CARNO to

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Central Intelligence Agency
Promotion Policy

Heads of Career Services comparatively evaluate all personnel below SIS-04 for promotion at least annually. Promotion is based on merit, and eligibility for promotion is determined by certifying that an employee is qualified to undertake higher level responsibilities. All Career services use a personnel evaluation board or panel system to conduct the comparative evaluation and to determine promotion eligibility. Uniform personnel evaluation board and panel precepts are prescribed for use Agency-wide.

Promotions are limited to one-grade advancements. Exceptions to this policy will be made only when the Director of Personnel determines, upon recommendation of the Head of the Career Service, that exception is justified.

COST-OF-LIVING INFORMATION FOR HPSCI

The Agency presently provides an "Addition to Compensation" for employees assigned to domestic locations where cost-of-living expenses are significantly higher than Washington, D.C. This allowance is provided to those who are assigned on a two-year tour basis rather than indefinite periods. The allowances are paid for a maximum five years and do not apply to locally hired employees. The following are the locations and the percentages of basic compensation provided to these selected employees:

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